

Maricopa County Digital Recording Map Standards

Directory Structure: Title Company Directory
Share Months 01-12
Days 01-31

Example:
January 1, 2008 for MarCo Title

Directory: MarCo Title\01\01\
Directory will be closed off at 5pm (Arizona Time/Mountain Standard Time).
Please note that Arizona does not observe Daylight Savings Time.
Most scan programs ask you to name the image/file.

File Arrangement (What each number represents):

12345-1-1-1-M-A = 12345 is the name of the file and -1-1-1-M-A is an example of a file arrangement that you could be using to submit a file.

12345 = Order Number

1 = Number of Pages

1 = Number of Files associated with the order (this number will always be a 1)

1 = The sequence that the MAP needs to be recorded (this number will always be a 1)

M= Indicates you are submitting a Plat/SurveyMap (M must always be indicated in the file structure)

A = Addendum Flag (if you are setting the addendum flag, it means you are submitting a file that was previously recorded by YOUR company in a digital recording. Therefore, you need to reuse the same file number because of a replat or re-recording and it was previously recorded in a digital format)

YOUR ORDER NUMBER MAY CONTAIN UP TO 20 CHARACTERS AND CAN BE NUMERICAL, ALPHABETICAL OR A COMBINATION OF BOTH. IT CANNOT CONTAIN SPACES OR SPECIAL CHARACTERS FOR EXAMPLE; A SPACE, COMMA OR A DASH.

HOW TO NAME A MAP FILE

Create a name for your map, this will be the order/file number: Example AnthemSub (20 characters maximum)

Enter a dash. Do not include a space before or after the dash.

How many pages are associated with the map: Example 1

Enter a dash. Do not include a space before or after the dash.

Enter the number 1. This number represents the number of files you are submitting. Due to file size, you may only submit one map at a time.

Enter a dash. Do not include a space before or after the dash.

Enter the number 1. This number pertains to the sequence of recording. It is not associated with the number of pages that a map contains. Enter a dash. Do not include a space before or after the dash.

Enter the letter M. M indicates that you are submitting a Map.

Enter a dash. Do not include a space before or after the dashes.

So far, by following the example your file name should appear like this: AnthemSub-1-1-1-M-

You have now completed the steps for naming a map. You are now ready to upload or submit your file to be recorded.

HOW TO RE-RECORD A MAP THAT WAS ORIGINALLY RECORDED IN A DIGITAL FORMAT

Enter original order/file number. Example: AnthemSub (20 characters maximum)

Enter a dash. Do not include a space before or after the dash.

How many pages are associated with the map: Example 1

Enter a dash. Do not include a space before or after the dash.

Enter the number 1. This number represents the number of files you are submitting. Due to file size, you may only submit one map at a time.

Enter a dash. Do not include a space before or after the dash.

Enter the number 1. This number pertains to the sequence of recording. It is not associated with the number of pages that a map contains. Enter a dash. Do not include a space before or after the dash.

Enter the letter M. M indicates that you are submitting a Map.

Enter a dash. Do not include a space before or after the dash.

Addendum Flag is set at: A (if the map is being re-recorded for the first time)

B (if the map is being re-recorded a second time) and so on through the letter Z

HOW TO RE-RECORD A MAP THAT WAS ORIGINALLY RECORDED IN A DIGITAL FORMAT (continued)

File Name: AnthemSub12345 -1-1-1-M-A

Note: Do not use this format for re-recording a map that was NOT digitally recorded originally. All files sent under one order number must be formatted this way.

FORMAT FOR SUBMITTING MAP FILES

Note: All requirements of ARS 11-481 will still apply to the maps.

Tiff Format Group 4 Resolution **300x300** dpi Black and white images only. Your scanner must be able to send multi-page tiff file formats. You can also submit maps in a PDF format.

Maps must be scanned in "landscape" mode.

Map sizes must be 18x24 or 24x36 inches in size.

Min/Max Sizes for Maps:

18x24 Inch Map

Minimum Height = 17.87 inches x Minimum Width = 23.70 inches

Maximum Height = 18.13 inches x Maximum Width = 24.30 inches

24x36 Inch Map

Minimum Height = 23.87 inches x Minimum Width = 35.70 inches

Maximum Height = 24.13 inches x Maximum Width = 36.30 inches

Maximum File Size 1MB per sheet

LABELING THE MAP

Labels may be printed on mailing type labels. If not using dedicated digital recording software, your IT staff should be able automate the printing of the label text (.txt) files we provide on standard printers, using a "mail merge" type program in order to add the additional information as show below. Providing the .txt file is the extent of our responsibility in labeling the MAPS, including the copies. You are responsible for printing and applying the labels to the maps in a timely manner. **IT IS IMPORTANT FOR YOU TO PRINT LABELS THAT WILL BE LEGIBLE WHEN COPIED OR SCANNED**

Information provided on the .txt file is: Recording number, time of recording, Book, Page, filename.

Example: 20080123456 , Date/Time of recording: 01/01/2008 08:00, Book:967, Page:25, Filename: ANTHEMSUB-1-1-1-M-

Text (.txt) File Entry: 20080123456 ,01/01/200808:00,967,25, ANTHEMSUB-1-1-1-M-

TO YOUR RECORDING LABEL YOU WILL NEED TO ADD THE FOLLOWING:

Official Records of Maricopa County Recorder

Helen Purcell

Electronic recording

EXAMPLES OF A MAP LABEL:

**OFFICIAL RECORDS OF
MARICOPA COUNTY RECORDER
HELEN PURCELL
2008-0123456 01/01/2008 08:00
BOOK 967 PAGE 25
ELECTRONIC RECORDING
ANTHEMSUB-1-1-1-M-
LUCEROC**